

PERSONNEL DIVISION
ADVANC. NOTICE OF PERSONNEL ACTION

DATE **January 29, 1970**
 REF. NO. **PND-CAEA-69/3197R1**

TO: THOSE CHECKED ON DISTRIBUTION.

PLEASE BE ADVISED THAT THE FOLLOWING PERSONNEL ACTION IS BEING PROCESSED BY THE PERSONNEL DIVISION.

NAME	TITLE AND DEPT/DIV/OFFICE	LOC.	CODE	EFFECTIVE DATE RECOMMENDED	REMARKS
WALSH, E. M. <i>F 0080</i> <i>01347</i>	Supv/Shops	TNN	A	5 June 1970 <i>Cotb</i>	Retirement Note - Will utilize accrued A/L & H/L from Jan 1 - Jun 5 1970

CODE: A - SEPARATION C - M/S LWOP E - ANNUAL VACATION/HOME LEAVE G - TRANSFER (PERMANENT
 B - LWOP D - ANNUAL LEAVE F - EXTENDED SICK LEAVE CHANGE OF STATION)

DISTRIBUTION: (CHECK THOSE APPLICABLE PER CHECK LIST ON REVERSE SIDE)

- | | |
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| <input type="checkbox"/> T/C'S OFFICE - TPE
<input type="checkbox"/> ASSISTANT TREASURER, TPE
<input checked="" type="checkbox"/> CHIEF ACCOUNTS RECEIVABLE - TPE
<input checked="" type="checkbox"/> DIRECTOR, MAINTENANCE ACCOUNTING DIVISION, TNN
<input checked="" type="checkbox"/> CHIEF, PAYROLL, TPE
<input checked="" type="checkbox"/> CHIEF, PAYROLL.HKG VIA MGR ACCTG HKG
<input type="checkbox"/> ACCOUNTING SUPERVISOR OF BASE/STATION()
<input type="checkbox"/> INTERNAL AUDITOR, TPE
<input checked="" type="checkbox"/> SECRETARY, LEGAL COUNSEL, TPE
<input checked="" type="checkbox"/> PERSONNEL MANAGER/REPRESENTATIVE () | <input type="checkbox"/> EMPLOYMENT MANAGER, TPE
<input checked="" type="checkbox"/> DIRECTOR OF SECURITY, TPE
<input type="checkbox"/> DIRECTOR COMMUNICATIONS DIVISION TPE
<input type="checkbox"/> SUPPLY SUPERVISOR, TPE
<input checked="" type="checkbox"/> CHIEF, MEDICAL DEPARTMENT, TPE
<input checked="" type="checkbox"/> GROUND TRANSPORTATION DIVISION, TPE/TNN
<input checked="" type="checkbox"/> STATION MANAGER/MANAGER AAL, HKG
<input checked="" type="checkbox"/> P/FILE VIA MANAGER R/S AND W/A TPE
<input checked="" type="checkbox"/> OTHER |
|--|---|

**Retirement via CRL
TPE**

cc shib B

SIGNATURE ORIGINAL SIGNED BY DAVID P. HARRISON	TITLE CAEA-FB
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CHECKLIST

(TO BE CHECKED BY PERSONNEL DIVISION IN ACCORDANCE WITH PROCEDURE No. 63-06-G)

NATURE OF ACTION		OFFICE TO BE CHECKED ON DISTRIBUTION	REMARKS
L E A V E S.	ANNUAL LEAVE	*(1) T.C'S OFFICE (ATTN: T.C'S SECRETARY) (2) SLC (FOR HOLDERS OF POWER OF ATTORNEY ONLY) *(3) INTERNAL AUDITOR (4) STATION MANAGER, HKG (FOR FOREIGN EMPLOYEES WHO TRAVEL TO OR TRANSIT IN HKG ON ANNUAL LEAVE) (5) P/FILE, TPE	* FOR BANK SIG. NATORIES AND CUSTODIANS OF UNBANKED PETTY CASH FUND ONLY.
	ANNUAL VACATION/ HOME LEAVE (30 DAYS OR MORE)	*(1) T.C'S OFFICE (ATTN: T.C'S SECRETARY) *(2) ASSISTANT TREASURER (3) CHIEF ACCOUNTS RECEIVABLE - TPE (4) D/MAD, TNN (FOR PERSONNEL AT TNN AND ALL UNIFORMED PERSONNEL) (5) CHIEF, PAYROLL, TPE (6) CHIEF, PAYROLL-SEA, HKG (FOR AMERICAN, FILIPINO AND CHINESE FLIGHT PERSONNEL IN SEA)	
	LEAVE WITHOUT PAY (30 DAYS OR MORE)	(7) ACCOUNTING SUPERVISOR (FOR CHINESE GROUND PERSONNEL AND INDIGENOUS PERSONNEL AT BASE/STATION CONCERNED)	
	EXTENDED SICK LEAVE (OVER 2 WEEKS)	*(8) INTERNAL AUDITOR (9) SLC (FOR HOLDERS OF POWER OF ATTORNEY ONLY) (10) PM/PR (BASE/STATION CONCERNED) (11) EMPLOYMENT MANAGER, TPE (FOR SEPARATION ONLY) (12) DIRECTOR OF SECURITY (FOR SEPARATION ONLY) (13) DIRECTOR OF COMMUNICATIONS DIVISION, TPE	
	MS/LWOP	(14) SUPPLY SUPERVISOR, TPE	
SEPARATION		(15) CHIEF, MEDICAL DEPARTMENT, TPE (16) GTD, TPE/TNN (17) STATION MANAGER/MANAGER AAL, HKG (FOR FOREIGN EMPLOYEES WHO TRAVEL TO OR TRANSIT IN HKG ON ANNUAL VACATION/HOME LEAVE) (18) P/FILE, TPE	
PERMANENT CHANGE OF STATION		*(1) T.C'S OFFICE (ATTN: T.C'S SECRETARY) *(2) ASSISTANT TREASURER *(3) INTERNAL AUDITOR (4) SLC (FOR HOLDERS OF POWER OF ATTORNEY ONLY) (5) PM/PR (FOR PERSONNEL ASSIGNED TO BASE/STATION CONCERNED) (6) PM/BKK (FOR PERSONNEL ASSIGNED TO SEA ONLY) (7) SUPPLY SUPERVISOR, TPE (8) CHIEF, MEDICAL DEPARTMENT, TPE (9) P/FILE, TPE	